



ACHIEVEMENT IN MONTANA

Quick Reference Guide

STUDENT ENROLLMENT – FILE UPLOAD

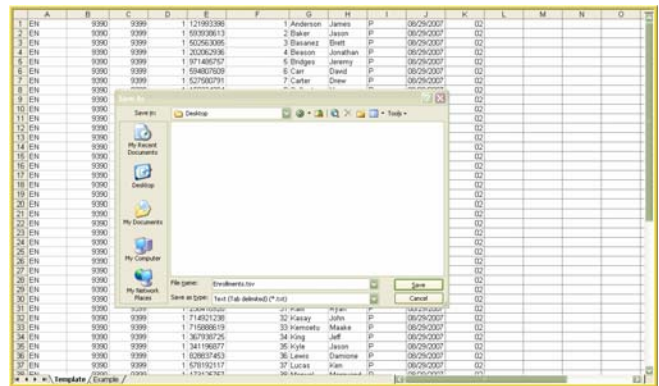
SETUP OF STUDENT ENROLLMENT FILES (METHOD 1)

Using your local Student Information System, select the correct extract file for the Student Enrollment data using the instructions provided by your Vendor.

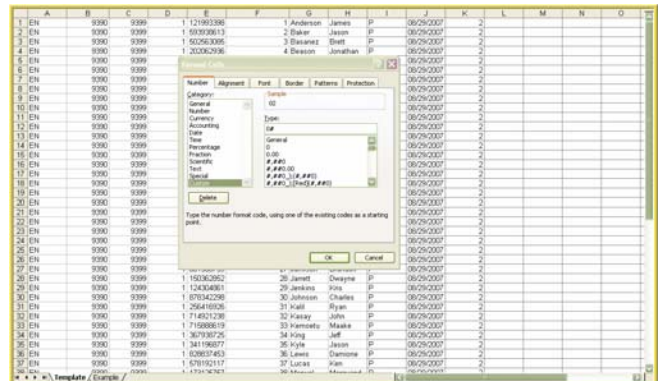
Save the file to your desktop, or another convenient location.

If the file is in Excel format, open the file, verify that the columns are formatted correctly (leading zeros where appropriate), and change **Save as Type** to Text (Tab delimited)(*.txt).

Save the file with a *.tsv extension.



***HINT:** To format columns requiring zero padding (*Race/Ethnicity*) highlight the column and right click. Select **Format Cells**. On the **Number** tab, click **Custom**. Enter 0# (number zero and pound sign). Click **OK**.





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SETUP OF STUDENT ENROLLMENT FILES (METHOD 1)

If the file is in a Text (Tab delimited format), open the file and verify column formats, including *District Number, School Number, Calendar Number, Year, Start Status and Grade Level.*

EN	DIST	SCHO	CALE	YEAR	START	GRADE	NAME	LAST	FIRST	MIDDLE	SEX	DOB	STATUS
EN	9990	9999	1	121993198	1		Anderson	James			M	08/29/2007	02
EN	9990	9999	1	101930861	2		Basanez	Brett			M	08/29/2007	02
EN	9990	9999	1	101930861	3		Basone	Jonathan			M	08/29/2007	02
EN	9990	9999	1	091485737	4		Briggs	Jeremy			M	08/29/2007	02
EN	9990	9999	1	106079029	5		Carter	Drew			M	08/29/2007	02
EN	9990	9999	1	121780795	6		Carter	Drew			M	08/29/2007	02
EN	9990	9999	1	156314984	7		Colbert	Nancy			F	08/29/2007	02
EN	9990	9999	1	806412030	8		Cooper	Dale			M	08/29/2007	02
EN	9990	9999	1	100972142	9		Curry	Donna			F	08/29/2007	02
EN	9990	9999	1	148969722	10		Davis	Thomas			M	08/29/2007	02
EN	9990	9999	1	881040184	11		DeThom	Jake			M	08/29/2007	02
EN	9990	9999	1	47291736	12		DeThom	Curly			M	08/29/2007	02
EN	9990	9999	1	382384986	13		Denny	Patricia			F	08/29/2007	02
EN	9990	9999	1	63838762	14		Denny	Na'li			F	08/29/2007	02
EN	9990	9999	1	170221810	15		Paula	Christina			F	08/29/2007	02
EN	9990	9999	1	153641468	16		Foster	Deborah			F	08/29/2007	02
EN	9990	9999	1	145142169	17		Gamble	Chris			M	08/29/2007	02
EN	9990	9999	1	408077970	18		Gibson	Gary			M	08/29/2007	02
EN	9990	9999	1	671145604	19		Goff	Wes			M	08/29/2007	02
EN	9990	9999	1	122612165	20		Goff	Wes			M	08/29/2007	02
EN	9990	9999	1	821827865	21		Goff	Wes			M	08/29/2007	02
EN	9990	9999	1	740577808	22		Hanger	Geoff			M	08/29/2007	02
EN	9990	9999	1	191901311	23		Hart	Chris			M	08/29/2007	02
EN	9990	9999	1	131112143	24		Hart	Justin			M	08/29/2007	02
EN	9990	9999	1	194681103	25		Haynes	Alan			M	08/29/2007	02
EN	9990	9999	1	191901311	26		Holmer	Brad			M	08/29/2007	02
EN	9990	9999	1	665150719	27		Jamison	Brandon			M	08/29/2007	02
EN	9990	9999	1	153641468	28		Jarrett	Dwayne			M	08/29/2007	02
EN	9990	9999	1	174548961	29		Jarrett	Dwayne			M	08/29/2007	02
EN	9990	9999	1	879341298	30		Jofferson	Charles			M	08/29/2007	02
EN	9990	9999	1	254412926	31		Kall	Kyle			M	08/29/2007	02
EN	9990	9999	1	740577808	32		Kass	John			M	08/29/2007	02
EN	9990	9999	1	718886159	33		Kass	John			M	08/29/2007	02
EN	9990	9999	1	341150877	34		Kass	John			M	08/29/2007	02
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EN	9990	9999	1	178192137	37		Kass	John			M	08/29/2007	02
EN	9990	9999	1	151169970	38		Kass	John			M	08/29/2007	02
EN	9990	9999	1	555109970	39		Kass	John			M	08/29/2007	02
EN	9990	9999	1	739440461	40		Kass	John			M	08/29/2007	02
EN	9990	9999	1	739440461	41		Kass	John			M	08/29/2007	02
EN	9990	9999	1	891076726	42		Kass	John			M	08/29/2007	02
EN	9990	9999	1	73112143	43		Kass	John			M	08/29/2007	02
EN	9990	9999	1	104149124	44		Kass	John			M	08/29/2007	02
EN	9990	9999	1	650318612	45		Kass	John			M	08/29/2007	02
EN	9990	9999	1	891076726	46		Kass	John			M	08/29/2007	02
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EN	9990	9999	1	891076726	48		Kass	John			M	08/29/2007	02
EN	9990	9999	1	891076726	49		Kass	John			M	08/29/2007	02
EN	9990	9999	1	891076726	50		Kass	John			M	08/29/2007	02
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EN	9990	9999	1	891076726	59		Kass	John			M	08/29/2007	02
EN	9990	9999	1	891076726	60		Kass	John			M	08/29/2007	02

If it has not been done, insert the Header Row:
HD tab Date (MM/DD/YYYY) tab Hour (HH:MM:SS) tab Version (MT2.0)

Save the file using the file name format indicated above and return to Infinite Campus.

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EN	9990	9999	1	101930861	2		Basanez	Brett			M	08/29/2007	02
EN	9990	9999	1	101930861	3		Basone	Jonathan			M	08/29/2007	02
EN	9990	9999	1	091485737	4		Briggs	Jeremy			M	08/29/2007	02
EN	9990	9999	1	106079029	5		Carter	Drew			M	08/29/2007	02
EN	9990	9999	1	121780795	6		Carter	Drew			M	08/29/2007	02
EN	9990	9999	1	156314984	7		Colbert	Nancy			F	08/29/2007	02
EN	9990	9999	1	806412030	8		Cooper	Dale			M	08/29/2007	02
EN	9990	9999	1	100972142	9		Curry	Donna			F	08/29/2007	02
EN	9990	9999	1	148969722	10		Davis	Thomas			M	08/29/2007	02
EN	9990	9999	1	881040184	11		DeThom	Jake			M	08/29/2007	02
EN	9990	9999	1	47291736	12		DeThom	Curly			M	08/29/2007	02
EN	9990	9999	1	382384986	13		Denny	Patricia			F	08/29/2007	02
EN	9990	9999	1	63838762	14		Denny	Na'li			F	08/29/2007	02
EN	9990	9999	1	170221810	15		Paula	Christina			F	08/29/2007	02
EN	9990	9999	1	153641468	16		Foster	Deborah			F	08/29/2007	02
EN	9990	9999	1	145142169	17		Gamble	Chris			M	08/29/2007	02
EN	9990	9999	1	408077970	18		Gibson	Gary			M	08/29/2007	02
EN	9990	9999	1	671145604	19		Goff	Wes			M	08/29/2007	02
EN	9990	9999	1	122612165	20		Goff	Wes			M	08/29/2007	02
EN	9990	9999	1	821827865	21		Goff	Wes			M	08/29/2007	02
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EN	9990	9999	1	879341298	30		Jofferson	Charles			M	08/29/2007	02
EN	9990	9999	1	254412926	31		Kall	Kyle			M	08/29/2007	02
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EN	9990	9999	1	800513300	100		Kass	John			M	08/29/2007	02



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SETUP OF STUDENT ENROLLMENT FILES (METHOD 2)

Open the Excel Template for Student Enrollments.

See Excel Template for Student Enrollments

Enter the data elements for each student enrolling.

* **NEW** Graduation information is now included in the Enrollment File. Early graduates can be recorded by entering the correct End Status Code, Diploma Date, Diploma Type and Diploma Period.

Format the columns that require zero padding (*Start Status*, *Grade Level* – Hint for formatting is below).

Delete the first three columns (the header rows) and save Excel file as Text (Tab delimited) file (*.tsv).





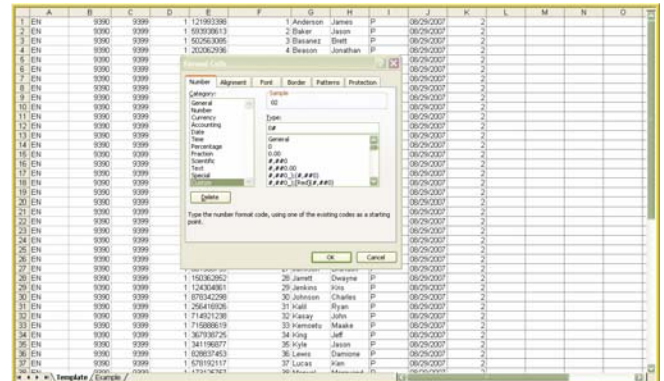
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STUDENT ENROLLMENT – FILE UPLOAD

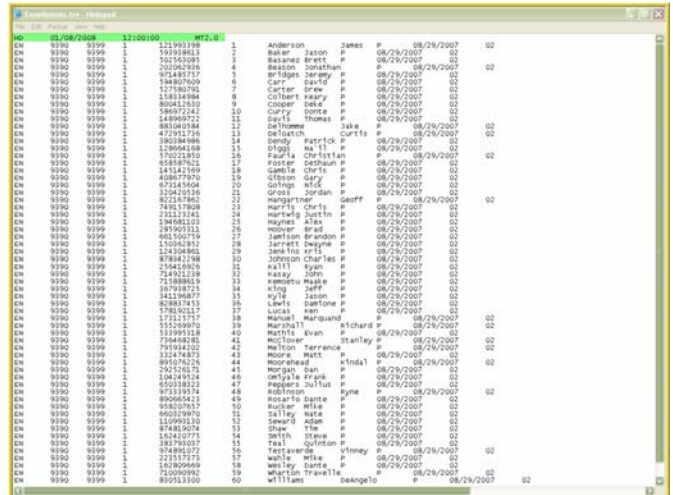
SETUP OF STUDENT ENROLLMENT FILES (METHOD 2)

***HINT:** To format columns requiring zero padding (*Race/Ethnicity*) highlight the column and right click. Select **Format Cells**. On the *Number* tab, click **Custom**. Enter 0# (number zero and pound sign). Click **OK**.



Open the *.tsv file and insert the Header Row:
HD *tab* **Date** (MM/DD/YYYY) *tab* **Hour** (HH:MM:SS) *tab* **Version** (MT2.0).

Save the file and return to Infinite Campus.





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STUDENT ENROLLMENT – FILE UPLOAD

UPLOADING THE STUDENT ENROLLMENT FILE

Choose the 07-08 year and a school from the **Campus Toolbar**.

From the Index, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

Select **MT Data Upload**.

From *Import Type*, select *Enrollments*.

From *Work to Perform*, select *Validate and Test File*.

Browse for the file and click **Upload**.

An **Import Results Summary** page will appear.

Correct any data errors listed and re-test the file upload.

When the upload file is free of errors, change the *Work to Perform* to *Load Partial File*.

Click **Upload**.





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STUDENT ENROLLMENT – FILE UPLOAD

VERIFYING STUDENT ENROLLMENT FILES

From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Expand **Reports** and select **Enrollment Status**.

Select list by year from the Calendar options and select the Calendar(s) you wish to view.

Choose any of the other report options.

Click **Generate Report**.

The report will open in another window.

Verify data and make corrections in the AIM system as necessary.

07-08 World Family School		Student Enrollment Status Report			
120 East Main, Bozeman, MT 59711		Calendar: 07-08 World Family School			
Generated on 01/09/2008 10:19:32 AM Page 1 of 3		All Grades, Sort By: Name			
		Total Students: 19			
Student Address	Gender	Student Number	Calendar	Grade	Add Date
Anderson, James T	M	1	07-08 World Family School	08	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Baker, Jason M	M	2	07-08 World Family School	02	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Basarez, Brett A	M	3	07-08 World Family School	06	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Beason, Jonathan	M	4	07-08 World Family School	04	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Bridges, Jeremy	M	5	07-08 World Family School	KF	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Carl, David J	M	6	07-08 World Family School	03	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Colbert, Kelsey D	M	8	07-08 World Family School	01	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Curry, Donita J	M	10	07-08 World Family School	02	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Davis, Thomas M	M	11	07-08 World Family School	09	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Delhomme, Jake J	M	12	07-08 World Family School	05	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					
Deloatch, Curtis C	M	13	07-08 World Family School	KF	08/29/2007
Start Status(02): Continued enrollment same school, no interruption					





STUDENT ENROLLMENT – FILE UPLOAD

SERVICE TYPE CODES AND DEFINITIONS	
P: <i>Primary</i>	A student who receives primary educational services from a school.
S: <i>Partial (Secondary)</i>	A student who receives some educational services from a school, but holds a primary enrollment in another school, regardless of type (e.g. public, private, home school).
N: <i>Special Ed Services</i>	A student who is receiving only Special Education services from a school and whose primary enrollment is in another school, regardless of type (e.g. public school, private school, home school).



STUDENT ENROLLMENT – FILE UPLOAD

START STATUS CODES AND DEFINITIONS	
01: <i>Original Enrollment into a School</i>	A student entering school for the first time. Example: pre-school students, kindergarten students, 1 st grade students with no prior home, private or public school experience.
02: <i>Continued Enrollment Same School, No Interruption</i>	A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or retention.
03: <i>Re-Entry to the Same School After Withdrawal</i>	After a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer; dropped out; extended illness; temporary disability; suspension; expulsion; return of early graduate to participate in graduation; foreign exchange student returning; return from drug treatment facility.
04: <i>Transfer From a Public School Within the District or State</i>	Student transferred from another public or state funded school within the same district or state.
05: <i>Transfer From a Public School Under NCLB School Choice Option</i>	Student exercised option to transfer from a Title I school, within the same district that had been identified as "in need of improvement," in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
06: <i>Transfer From an Out of State School</i>	Student transferred from an out of state school.
07: <i>Transfer From Out of the Country</i>	Student transferred from a school out of the country.
08: <i>Transfer From a Private School Within the State</i>	Student transferred from a private school within the state.
09: <i>Transfer From a Home School Within the State</i>	Student transferred from home school within the state.



STUDENT ENROLLMENT – FILE UPLOAD

END STATUS CODES AND DEFINITIONS	
100: <i>End of Year, Returning to Same School Next Year</i>	Exit at end of school year. Will return to same school next year.
105: <i>Change in Grade Level During Regular School Year</i>	Student who changes grade level during the school year.
110: <i>Promoted to Another School</i>	Student who enters another school after successful completion and promotion from the highest instructional level of the current school. Example: Grade 8 student enters the High School when promoted to grade 9 – as long as the High School is within the same district as the Elementary school. If they are different districts, the student should be coded as 140: Transfer to a Public Schl in Another District in MT.
120: <i>Transfer to a Public School in the Same District</i>	Student who transfers from one school to another within the same district.
130: <i>Transfer to a Public Schl Under NCLB Schl Choice</i>	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement, in corrective action", or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140: <i>Transfer to a Public Schl in Another District in MT</i>	Student who transfers from one to school to another outside of the district, but within the state of MT.
150: <i>Transfer to a State-Funded School</i>	Student who transfers to a Department of Corrections or Board of Public Education school in the state.
160: <i>Transfer to a Private School in the State</i>	Student who transfers to a private school (either accredited or unaccredited) in the state.
170: <i>Transfer to a Home School in the State</i>	Student who transfers to a home school in the state.
180: <i>Transfer to a School Out of State</i>	Student who transfers to any type of school, outside of the state.
190: <i>Transfer Out of the Country</i>	Student who transfers out of the country for any reason (except a US student enrolling in a foreign exchange program – see below).
210: <i>Medical Care or Treatment, Eligible to Return</i>	Student who has a long-term medical condition, or is in a drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
End Status Codes and Definitions	



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220: <i>Enrolled in a Foreign Exchange Program</i>	Student who is enrolled in a Foreign Exchange program, and is eligible to return to school in the United States.
230: <i>Enrolled in an Early Admissions College Program</i>	Student is enrolled in an early admissions college program, but is eligible to return to graduate.
240: <i>Withdrawn, Under Age for Compulsory School Att</i>	Student who is not yet 7 on the first day of school in a school year (MCA 20-5-102), and whose parents choose to un-enroll them from any type of schooling.
250: <i>Expelled, Eligible to Return</i>	Student is expelled by an action of the school board of trustees for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260: <i>Unknown (Grades PK-6, UE)</i>	Student in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.
300: <i>Withdrew for Personal or Academic Reasons</i>	Student withdrew for personal or academic reasons.
310: <i>Exceeded Age Requirement Set by District Policy</i>	Student exceeded maximum age requirement set by district policy.
320: <i>Removed, Reasons Other Than Health, Not Returning</i>	Student was removed from the educational system, without choice, for reasons other than health, and is not expected to return (e.g. adult corrections, removed by court order, permanently expelled).
330: <i>Enrolled in Adult Educ or Military, No Diploma</i>	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340: <i>Unknown</i>	Student are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students who were absent 10 or more consecutive days, and students that moved without providing further information on their educational status, and are in grades 7-12, UM or UH. These students are counted as dropouts.
400: <i>Graduated From High School</i>	Student has met the state and local requirements for graduation.
410: <i>Completed GED Test (School Appr Program)</i>	



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420: <i>Completed School With Other Credentials</i>	Student completes school without a high school diploma (e.g. Colony students) or receives a certificate of completion or attendance in lieu of a high school diploma.
500: <i>Student Died</i>	Student Died.
510: <i>Student is Permanently Incapacitated</i>	Student is permanently incapacitated and unable to return to school.





STUDENT ENROLLMENT – FILE UPLOAD

DROPOUT CODES AND DEFINITIONS	
01: <i>Academic Difficulty</i>	The student left school because of academic difficulty or lack of engagement.
02: <i>Attendance Difficulty</i>	The student left school because of difficulty with attendance/absenteeism and credit policy.
03: <i>Economic Reasons</i>	The student left school because of economic reasons, including the inability to pay school expenses and inability of parents to provide suitable clothing.
04: <i>Employment</i>	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05: <i>Expelled</i>	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06: <i>Illness</i>	The student left school because of illness.
07: <i>Job Corps or Similar Program</i>	The student left school to join the Job Corps or similar program.
08: <i>Language Difficulty</i>	The student left school because he or she was experiencing difficulty with language.
09: <i>Marriage</i>	The student left school because of marriage.
10: <i>Military</i>	The student left school to join the military.
11: <i>Needed at Home</i>	The student left home to help with work at home, including work on the family farm.
12: <i>Over Compulsory Age</i>	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion).
13: <i>Pregnancy</i>	The student left school because of pregnancy.
14: <i>Poor Personal Relationships</i>	The student left school because of poor personal relationships with students, teachers and/or administrators.
15: <i>Reached Maximum Age Set by District Policy</i>	The student left school because they reached the maximum age of attendance as determined by school district policy.
16: <i>Other Known Reason</i>	The student left school, or was required to leave, for some known reason other than those listed.
17: <i>Unknown Reason</i>	The student left school for a reason which is not known.
18: <i>GED (Pursuing)</i>	The student left school to obtain a GED.
19: <i>Suspended, Did Not Return</i>	The student was suspended, but did not return after the suspension ended.



STUDENT ENROLLMENT – FILE UPLOAD

Dropout Codes and Definitions

20: <i>Harassment/Feeling Unsafe at School</i>	The student left school because they felt threatened, harassed or unsafe.
21: <i>Entered Adult Correctional Facility</i>	The student left school to enter an adult correctional facility and is not expected to return.
22: <i>Lack of Childcare</i>	The student left school because he or she could not find appropriate child care for a dependent.



STUDENT ENROLLMENT – FILE UPLOAD

GRADUATION CODES	
Diploma Date	The date on the student's diploma or the last day of school for a graduating student.
Diploma Type	The type of a diploma a student receives. Must be one of the following codes:
<i>Regular Diploma</i>	An official school district diploma showing the student's completion of a district's requirements for graduation.
<i>Certificate of Completion</i>	A certificate showing the completion of a program other than the district's Regular Diploma requirements for graduation.
Diploma Period	The time period in which a student receives a diploma from a school. Must be one of the following codes:
<i>Early Graduate less than 7 semesters</i>	A student who completes a district's graduation requirements in less than 7 semesters from the time an individual enrolled in the 9 th grade.
<i>Early Graduate – 7 Semesters</i>	A student who completes a district's graduation requirements in 7 semesters from the time an individual enrolled in the 9 th grade.